

**CHESTERFIELD COUNTY
REPORT OF SEPARATION**

Employee's Name (Last, First, MI)		Social Security Number	Department		
Hire Date	Separation Date	Grade	Current Salary		
Voluntary - Was letter of resignation received? <input type="checkbox"/> Yes (attached) <input type="checkbox"/> No		<input type="checkbox"/> Full-Time Employee <input type="checkbox"/> Part-Time Employee	Job Title		
Name and phone number of person most familiar with details of this separation:					
<p>Reason for separation: Unemployment insurance claims are a major cost to the County. The Virginia Employment Commission requires specific proof of misconduct on the part of the employee in cases of involuntary separation. In such cases, please include all pertinent details regarding the separation action, i.e. dates of incidents, circumstances leading to separation, etc. Attach supplemental sheets as necessary. Please check one that applies.</p> <table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <u>Voluntary:</u> <input type="checkbox"/> 01 - Family Obligations <input type="checkbox"/> 02 - Return to School <input type="checkbox"/> 03 - Relocation <input type="checkbox"/> 04 - Medical <input type="checkbox"/> 07 - Career Change <input type="checkbox"/> 08 - Dissatisfied with job duties/supervisory relationship/working conditions <input type="checkbox"/> 09 - Career Advancement <input type="checkbox"/> 12 - Orientation No-Show <input type="checkbox"/> 60 - Reduction in Force (RIF) <u>Retirement:</u> <input type="checkbox"/> 30 - Service Retirement <input type="checkbox"/> 34 - Disability Retirement <input type="checkbox"/> 13 - Other _____ </td> <td style="width: 50%; vertical-align: top;"> <u>Involuntary:</u> <input type="checkbox"/> 22 - Job Abandonment <input type="checkbox"/> 40 - Probationary Release <input type="checkbox"/> 42 - Unsatisfactory Performance <input type="checkbox"/> 46 - Misconduct <input type="checkbox"/> 21 - Attendance <input type="checkbox"/> 45 - Dishonesty <input type="checkbox"/> 44 - Insubordination <input type="checkbox"/> 43 - Policy Violation <input type="checkbox"/> 48 - Temporary Job <u>Miscellaneous</u> <input type="checkbox"/> 41 - Mutual Agreement <input type="checkbox"/> 80 - Deceased </td> </tr> </table>				<u>Voluntary:</u> <input type="checkbox"/> 01 - Family Obligations <input type="checkbox"/> 02 - Return to School <input type="checkbox"/> 03 - Relocation <input type="checkbox"/> 04 - Medical <input type="checkbox"/> 07 - Career Change <input type="checkbox"/> 08 - Dissatisfied with job duties/supervisory relationship/working conditions <input type="checkbox"/> 09 - Career Advancement <input type="checkbox"/> 12 - Orientation No-Show <input type="checkbox"/> 60 - Reduction in Force (RIF) <u>Retirement:</u> <input type="checkbox"/> 30 - Service Retirement <input type="checkbox"/> 34 - Disability Retirement <input type="checkbox"/> 13 - Other _____	<u>Involuntary:</u> <input type="checkbox"/> 22 - Job Abandonment <input type="checkbox"/> 40 - Probationary Release <input type="checkbox"/> 42 - Unsatisfactory Performance <input type="checkbox"/> 46 - Misconduct <input type="checkbox"/> 21 - Attendance <input type="checkbox"/> 45 - Dishonesty <input type="checkbox"/> 44 - Insubordination <input type="checkbox"/> 43 - Policy Violation <input type="checkbox"/> 48 - Temporary Job <u>Miscellaneous</u> <input type="checkbox"/> 41 - Mutual Agreement <input type="checkbox"/> 80 - Deceased
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PERFORMANCE EVALUATION

Many former employees apply for re-employment. Your evaluation of the employee's performance can be of significant value at a later time. A brief description of duties at the time of separation, and how they were performed could be very important. **BE SPECIFIC.**

DESCRIPTION OF DUTIES:

EVALUATION OF EMPLOYEE'S PERFORMANCE:

ELIGIBLE FOR REHIRE IN THE DEPARTMENT?

- ☐ Yes
 - ☐ Cannot make this determination for reasons such as:
 - Insufficient opportunity to assess performance
 - Insufficient opportunity to assess capability
 - Insufficient integration of employee into work environment
 - Mutual misunderstanding about job expectations
 - Inability to predict future performance or capability
 - ☐ No
 - ☐ Request HRM review for not eligible in the County
- If no, explain:

Supervisor's Signature

Date

Director's Signature

Date

HRM USE ONLY

- ☐ Not eligible for rehire in County

HRM Director's Signature

Date